

15 September 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : A&TD Monthly Report Submission
August 1975

PERSONNEL BRANCH

STATINTL
1. The Security Officers Training Course was scheduled to begin 2 September 1975 with all students present with one exception. The [REDACTED] and final student will EOD 8 September and join the class on 9 September. In addition to the professionals EOD'd for the class, we also brought on board two new professionals to fill positions in the Security Duty Office with a third scheduled to join the SDO in September. A total of 333 files were reviewed and some 80 individuals interviewed in recruiting the class of [REDACTED] new professional employees for the Security Duty Office.

STATINTL
2. Out processing was completed on most of the Summer-Only employees with the last four scheduled to depart on 5 September 1975. The program appeared to be very successful this year and the feedback which the Personnel Branch has received has all been very favorable from both the employee's and the supervisor's point of view.

STATINTL
3. [REDACTED] was selected by the Office of Personnel to become the Chief, Personnel Branch of the Central Reference Staff/DDI. He officially departed Security on 29 August 1975. We hope to have his replacement join us in the near future.

4. Vacancy notices were prepared and published on 2 professional and 6 clerical positions during the month. We received 15 professional and 15 clerical responses to these notices.

5. Procedures for the new Office of Security competitive evaluation system for OS clericals was completed and ranking sheets forwarded to the respective supervisors. Ranking sheets are to be completed and returned to the Personnel Branch in early September to allow the clerical panels to go into operation as soon as possible.

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TRAINING BRANCH

1. The start of the two-day package briefings on Hostile Audio Surveillance, Residential Security, the Drug Abuse Program and Risk of Capture has been well received. The two initial runnings were well attended.
2. The start of the special briefings for service personnel, FPO's, char force personnel, GSI employees and others has begun. The initial briefings have been well received and are proceeding on schedule.
3. All plans have been finalized for the beginning of the four month Security Officers Training Course to begin on 2 September 1975.

GENERAL

1. SSA/DDS advised that the two SSU positions were definitely to be reestablished but there will be some further delay, perhaps an additional month, because the ceiling for these two positions was involved in a broader reorganization being undertaken within the DDO.
2. DDA Plans Staff advised that the Office of Security would receive five additional positions for FOIA requirements in FY 76 and that there was a good prospect of later reprogramming to continue these positions in FY 77 and subsequent years. PMCD was contacted and asked to establish grade levels for the 11 positions assigned to FOIA in FY 76.

STATINTL



Chief, Administration and
Training Division

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